

**INSTRUCTOR TRAINING  
REVISION COMMITTEE MEETING  
Department of Correction - Office of Staff Development and Training  
Apex, NC  
April 24, 2008**

The Instructor Training Revision Committee met on April 24, 2008, at the Department of Correction, Office of Staff Development and Training, Apex, NC. Pam Pope called the meeting to order at 10:05 a.m. She explained that since Scott Brown had left the Academy, she is temporarily the School Director for Instructor Training. She announced that Tony Pendergrass had resigned from the committee and Sandra Neal is a new member.

Those members attending were:

Bobbi Cox, Gardner-Webb University  
Stephanie Freeman, NC Department of Correction  
Jim Gunn, Greensboro Police Dept.  
Larry Hines, New Hanover Co. Sheriff's Office  
Sandra Neal, Guilford Technical Community College  
Betty Reynolds, Wilson Technical Community College  
Jeff Robinson, Pitt Community College  
Joyce Vaughan, Wake Technical Community College

Staff attending:

Carolyn Holland, NC Justice Academy  
Josh Phillips, NC Justice Academy  
Pam Pope, NC Justice Academy  
Autumn Hanna, Sheriffs' Standards Division  
Jim McDougle, Criminal Justice Standards Division

Pam asked for approval of the minutes from the last meeting or recommended changes.

Larry Hines made a motion to approve the minutes from the September 12, 2007 meeting. Bobbi Cox seconded. The motion was approved.

**Evaluation Process (Pilot)**

Pam reported that in November 2007, the Education and Training Committee (E&T) approved the Justice Academy's pilot of the new material. The material has been piloted and the Academy will ask E&T at their May 2008 meeting to allow them to continue to pilot. Student evaluations were good and students appeared to grasp the information better. They liked the delivery method of the block. However, the test scores on the state exam are lower for this block. The Criminal Justice Standards Division did indicate the exam questions were for the pilot material. Pam stated the block will continue to be piloted and reviewed.

Members discussed the test questions issue for the ISD block and the Evaluation Process also. Betty stated that the exam was loaded with absolute questions.

Joyce expressed concern about instructors being able to teach the new Evaluation Process. Pam reassured her that training sessions would be offered to teach instructors how to deliver the block. Stephanie mentioned problems with Blackboard and recommended that other learning systems be available and not making Blackboard mandatory. Not all community colleges have Blackboard.

Pam stated that Blackboard was suggested; it isn't mandatory. The Academy has experienced some file conversion and technical support problems with Blackboard. Blackboard may be considered as an optional learning system.

Betty mentioned the problem she has with students not having proper computer skills that enroll in her courses. Pam explained the assignment students are given prior to beginning the Academy's course. Larry stated that he conducts a 2-hour Word course prior to his classes and students are required to bring a lap-top

### **Audio-Visual Aids**

Bobbi explained the reason for revision of this lesson plan was to organize it. There was no content change. She stated when information is presented on various topics that the handouts and demonstrations should be done at the same time; i.e., when explaining writing surfaces present the handout and demonstration at that time. Information on transparencies and making transparencies was kept in the lesson plan because they are a good back-up. Students are given an opportunity for lab work during the allotted time period also.

Joyce suggested changing the terminology when video is mentioned to video and DVD. Students need to realize they are the same and when they download from the Internet there are copyright laws involved also. Betty stated that students should be informed that multimedia encompasses many things—videos, DVD, the Internet, etc. The PowerPoint slide will be corrected also showing video and DVD.

Joyce also suggested adding information in the transparency section to include "computer generated" slides and reword the section concerning corrections to slides or transparencies. She suggested changing the wording in the computer section (F.5.a)(5) where stated "Blank" the screen to "Press b to blank the screen." Another option is to press "W" to white out the screen.

Jeff stated that he still uses a computer lab, even though students have their own lap tops, because students can easily see what an instructor is doing. Bobbi stated she does the same with her students.

Pam inquired about the PowerPoint slide entitled "People Generally Remember"—the information on the slide is not in the lesson plan. It was agreed to add the information to the outline. Pam also mentioned the information on the "Communication" slide is not in the lesson

plan. Bobbi will add this material to the outline also. An instructor note will also be added making referral to the “Interpersonal Communication in Instruction” block for more detailed information on the topic.

Pam suggested that Bobbi make the changes and then Pam will disseminate the new lesson plan to committee members via e-mail. She will ask for approval from members via e-mail. Pam will present the revision to E&T at their May meeting.

### **Interpersonal Communication in Instruction**

Pam asked Josh to present his “draft” of the revised lesson plan. He solicited members’ input for further revisions to the outline. The outline has been condensed with emphasis on exercises, student participation, feedback, etc. The Academy video section has made a new video to accompany the lesson plan.

Joyce asked why the generation gap information was taken out—her students enjoyed that section. Josh explained this section appeared to one area that could be deleted when trying to condense the lesson plan. Other members agreed the information should be included.

Stephanie stated her colleague, Gwen Norville, had done presentations on the generation gap. She would probably be willing to share her work and Stephanie will let her know Josh will contact her.

Members agreed a modified, updated section will be included in the “Teaching Adults” outline and only mentioned in the “Interpersonal Communication” lesson plan. An instructor note to refer to “Teaching Adults” will be added also.

### **Other Issues**

Jeff inquired whether students who just finish General Instructor Training should be allowed to immediately be enrolled in a specialized instructor training course. He felt students needed time to teach before becoming specialized instructors. He thought E&T had approved a 1 year probationary time period before becoming a specialized instructor. Jeff expressed a concern about a student completing General Instructor Training, immediately attending and completing a Specialized Instructor Training course, and then they are first evaluated teaching as a specialized instructor.

Jim Gunn stated school directors should be able to make good, sound decisions in selecting someone to attend the specialized classes. It is the school director’s responsibility in making the recommendation. Departments need these individuals certified because of the number of instructors required for BLET. Waiting lists are lengthy for some of the specialized courses.

Other members thought it should be the school director’s decision to select individuals to become specialized instructors, and hopefully, they will make sound selections.

Joyce stated she had a student who attended her course that was not a US citizen. Rules did not prevent the person from attending since he had the years of experience required to attend the Instructor Training course. She recommended the Administrative Code be changed to require students attending Instructor Training be a US citizen.

It was decided to table the issue until further research could be done, specifically the legal issues involved. Pam asked Jim McDougle to discuss the issue with legal counsel, Joy Strickland, and report the findings at the next meeting.

Pam asked members to e-mail their recommendations to Josh by June 6, 2008. If the outline is to be presented at the August meeting of E&T, it must be completed and approved by members at a meeting prior to August.

Blackboard discussion was tabled until the next meeting.

Pam asked if there were other lesson plans that should be revised. Bobbi suggested revising the ISD block and the test questions for the outline.

Stephanie suggested looking at the state exams statewide to determine if certain questions are being missed and then have CJ Standards review the questions. Betty also mentioned looking for the absolute questions on the test—they should be rewritten.

The following blocks were recommended for test question review: ISD, the new Evaluation Process, and A-V Aids. Stephanie agreed to write test questions. If Jim will notify Stephanie of the absolute questions, she will rewrite them. Betty volunteered to help Stephanie with this task.

### **Next Meeting**

The next meeting will take place at 10 a.m. on Friday, July 25, 2008, at GTCC, Jamestown, NC.

The meeting adjourned at 11:55 a.m.